



## UNITED STATES PATENT AND TRADEMARK OFFICE

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UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/023,158	12/17/2001	Carl R. Chapman	A-209

CONFIRMATION NO. 3204

## FORMALITIES LETTER



\*OC000000007359463\*

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Date Mailed: 01/25/2002

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

05/10/2002 NND000001 00000001 0000 00000001

02 FD:105

*A copy of this notice MUST be returned with the reply.*

*Tsegaredu*  
Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

In re patent application of:

) Attorney Docket No.: A-209

Carl R. Chapman, et al.

) Group Art Unit: N/A

Serial No.: 10/023,158

) Examiner: N/A

Filed: December 17, 2001

) Date: May 2, 2002


Title: APPARATUS FOR MOISTENING AN ENVELOPE

COPY OF PAPERS  
ORIGINALLY FILED**SUBMISSION OF FORMAL DRAWINGS**Assistant Commissioner for Patents  
Washington, D.C. 20231

Sir:

Please enter the attached 22 sheets of formal drawings into the above-identified patent application.

Respectfully submitted,

  
 Michael J. Cummings  
 Reg. No. 46,650  
 Attorney of Record  
 Telephone (203) 924-3934

 PITNEY BOWES INC.  
 Intellectual Property and  
 Technology Law Department  
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**CERTIFICATE OF MAILING**

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to:

Commissioner of Patents and Trademarks,  
Washington, D.C. 20231,on May 2, 2002  
Date of DepositDenise Hayes  
Name of Rep.
  
 Signature
May 2, 2002  
Date